

State of Wisconsin \ Government Accountability Board

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KEVIN J. KENNEDY
Director and General Counsel

DATE: December 10, 2013

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Coordinator

SUBJECT: SVRS Application Training Schedule for January 2014 – March 2014

Based on county and municipal clerk responses to the 2013 Election Administration and SVRS Training Survey posted several months ago, Board staff has developed an SVRS training schedule in preparation for the spring 2014 elections. Clerks new to SVRS are required to take the 2-day beginning Application, Election Management and HAVA Interfaces training class to be fully certified to work in the system. Absentee Process training is optional and consists of a full day of training with a hands-on workshop in the afternoon.

Priority seating will be given to clerks new to SVRS and the number of students able to register per municipality or county may be limited as necessary. All registrants will be initially placed on a waiting list. A separate email will confirm your attendance for the class. You must register separately for the beginning Application and Absentee training classes. For class details and to register online: <http://gab.wi.gov/node/3007>.

SVRS training has been scheduled in the following locations:

| Dates | Location | County |
|--------------------------------------|-----------------|-------------|
| January 14-16, 2014: 8 a.m. – 5 p.m. | Port Washington | Ozaukee |
| January 22-24, 2014: 8 a.m. – 5 p.m. | Madison | Dane |
| January 28-30, 2014: 8 a.m. – 5 p.m. | Wausau | Marathon |
| February 4-6, 2014: 8 a.m. – 5 p.m. | Whitehall | Trempealeau |
| March 4-6, 2014: 8 a.m. – 5 p.m. | Barron | Barron |
| March 11-13, 2014: 8 a.m. – 5 p.m. | Suamico | Brown |
| March 18-20, 2014: 8 a.m. – 5 p.m. | Waukesha | Waukesha |

We also anticipate conducting additional SVRS training this summer in advance of the fall 2014 elections. A new training survey will be posted after the April election.

If you have any questions, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033. Thank you.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Ross Hein
Elections Supervisor
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